



MEETING MINUTES
CITY OF HUNTINGTON BEACH
FINANCE BOARD
WEDNESDAY, DECEMBER 13, 2006 AT 6:00PM
CIVIC CENTER, LOWER LEVEL, ROOM B-8

- 1) **CALL TO ORDER:** At 6:08 PM, Chair Falzon called the meeting to order.
Chair Falzon, Vice Chair Geddes, Members: Chapman, Domingo, Jones
Absent: Member Lograsso
Present: Dan Vilella, Finance Director, Carrie Gonzales, Acting Administrative Assistant
Citizens Present: Gary Puissegur, Stephen King
- 2) **PUBLIC COMMENTS:**
Stephen King introduced himself to the Board. He was appointed by Mayor Coerper effective January 2007 and will be replacing Joe Domingo.
- 3) **APPROVAL OF MEETING MINUTES:**
November 8, 2006 – Member Chapman made a motion to approve the minutes as corrected, seconded by Member Domingo. (5-0)
- 4) **STAFF REPORTS/BUSINESS ITEMS:**
 - a) **FY 2006/07 Proposed Budget – Capital Improvement Projects**
Bob Beardsley, Director of Public Works, along with staff members Dave Webb, Travis Hopkins and Linda Daily handed out a document titled the five year CIP components and a listing of the CIP status. He explained the CIP budget is a continuous process. There are three components to the CIP, carryover, encumbrances and expenditures. Dave Webb stated the Public Works Department's capacity to do CIP projects is approximately \$30 million per year with the current staff. He also stated that some projects run longer due to having to consult with others, (i.e. Coastal Commission, Fish & Game Commission, etc.) and new projects can be added that are not in the current budget which would also extend the completion date of current projects.
 - b) **Long Range Financial Plan**
Rick Amadril, Central Services Manager and Jennifer Lampman, Senior Administrative Analyst from the Finance Department handed out a draft copy of the RFQ - provide a long-term financial plan for the City. Rick reviewed the RFQ with the Board. The Board made a few corrections and it was approved to be mailed on December 14th. The RFQ has the following timeline:

RFQ mailed on 12/14/06, a corrected copy was also sent to the Board members along with a list of the vendors
Proposals are due 1/11/07
Proposal evaluation completed 2/1/07
Interview of finalists 2/20/07
Approval of contract 3/8/07
 - c) **Equipment/Vehicle Replacement Administrative Regulation**
The board extended an invitation to have a representative from the Finance Department attend the January 10th meeting to discuss the draft version of the administrative regulation. If possible, the Board would like a copy of the regulation mailed to them prior to the January 10th meeting.
 - d) **Neighborhood Improvement District Staff Report**
Bob Beardsley, Director of Public Works spoke briefly on this. He stated Mr. DeWitt (former Finance Board Member) proposed this program for project such as fixing his alley. He raised the funds with his neighbors and asked the City for help. There was a no fee permit and no fee inspection. The homeowner will do all the work. The City was supposed to get a list of contactors for the homeowners to use. David Biggs, Director of Economic Development, left employment with the City and did not



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follow through with the project. This program is for large groups, not individual homes and/or projects. There will be a new Beautification, Landscape and Tree RCA going to Council in a couple of months to make the process for homeowners easier.

e) eCivis Usage

The board had a continued discussion on the City's usage level of the eCivis software and felt it was a useful program and the City should continue with it.

f) Finance Board Annual Report

Chair Falzon handed out a draft copy of the annual report and discussed the sections with the Board members.

5) OPEN ITEM LIST

A review of Action Items continued from prior Finance Board meetings, no changes made.

6) COMMENTS FROM BOARD MEMBERS

Member Domingo gave verbal notice he will not be continuing to serve on the board and this will be his last meeting. He will send an email to Mayor Coerper. Vice Chair Geddes made a motion, seconded by Member Jones, to add a topic at the beginning of the each meeting to have the Chairman give an update. Chair Falzon asked it to be added to section 4-a, titled Chairman's Update to all future agendas.

ADJOURNMENT

Member Domingo made a motion at 9:10 pm to adjourn the meeting to Wednesday, January 10, 2007, seconded by Member Chapman. The motion was approved 5-0.

Respectfully submitted by:

Dan T. Villella, Finance Director
Secretary to the Finance Board